

**E-Services  
New Title /  
Registration  
Transaction**

**M  
V  
P**





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## MVP Person to Person Transfer

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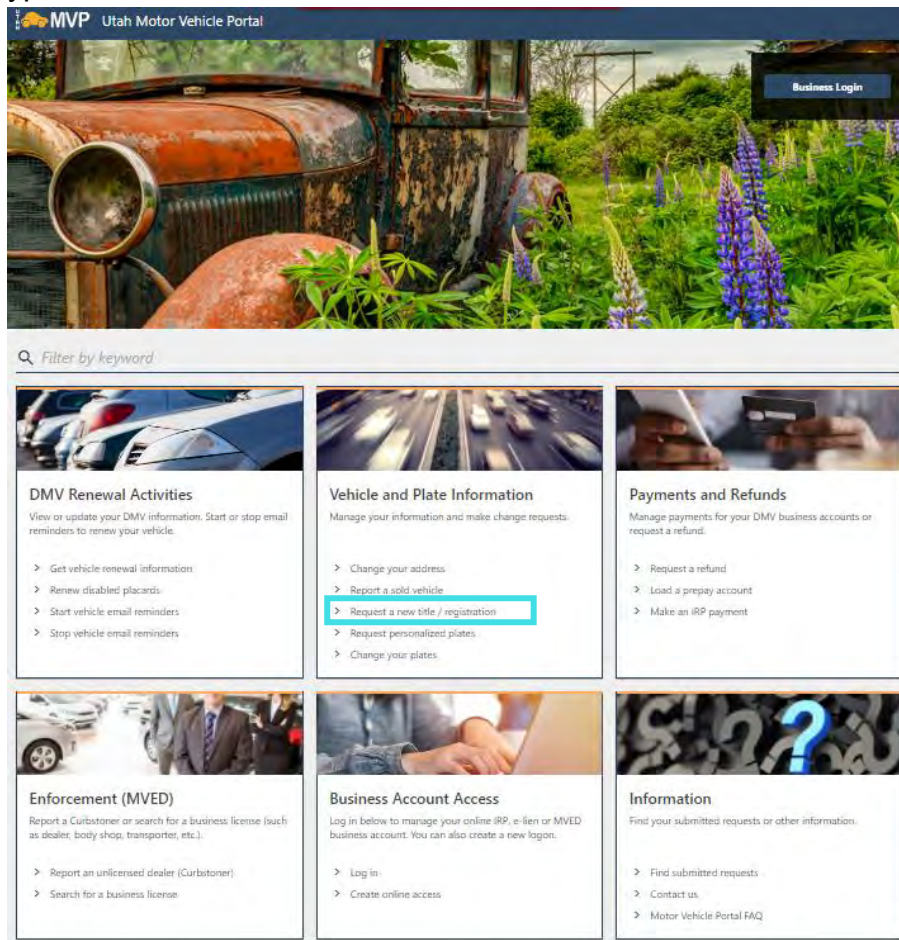
## Request a New Title / Registration on MVP

If you have just purchased a vehicle from a private party and you are wondering how to start the application process to transfer ownership of the vehicle into your name, you've come to the right place. If the current title of record is Utah, you can start your title/registration online, including obtaining a temporary permit that you can print immediately.\* The following step-by-step will show how easy it is to get started.

During the application process you will be required to upload images of your documentation, so please be prepared by imaging documents, and having them ready to upload. To finalize your application for title/registration you will be required to surrender the original documents, either by mail, or by visiting your local DMV office. To see access requirements regarding your local office or to see if an appointment is required, [click here](#). If you need additional assistance please feel free to [contact us](#).

\*Some exceptions may apply.

1. From the MVP homepage, click the [Request a new title / registration](#) hyperlink.



## 2. Enter the VIN/HIN for the vehicle you have purchased.

**MVP Utah Motor Vehicle Portal**

< Home

**Vehicle Transfer**

Vehicle Transfer

Verification

ⓘ You are reporting that you have recently purchased a used vehicle from someone in Utah and would like the vehicle to be listed as owned by you.

In order to complete this request you will be required to attach a Proof of Ownership document, such as a signed copy of the Bill of Sale or Utah Title.

It may be helpful for you to review the following information before continuing:

- Utah Title Transfers Online - FAQ
- MVP Request a New Title / Registration - Step by Step
- MVP Request a New Title / Registration - Video Walk-through

VIN / HIN \*  
Required

Do you have access to the current title? \*  
Required

Cancel Previous Next >

## 3. Select **Yes** or **No** to, “Do you have access to the current title?”

VIN / HIN \*  
Required

Do you have access to the current title? \*  
Required

### a. If Yes, enter the **Title Number**, then click **Next**.

VIN / HIN  
3GNBAAEW080014956

Do you have access to the current title?  
Yes

Title Number \*  
Required

Cancel Previous Next >

### b. If No, enter the current owner's (seller's) **Last Name, Business Name or Trust Name**, then click **Next**.

VIN / HIN  
3GNBAAEW080014956

Do you have access to the current title?  
No

Current Owner Last Name / Business Name / Trust Name \*  
Required

Cancel Previous Next >

- c. If the information provided does not match the current Utah record you will receive the error below. You may click **OK**, check the information entered, and try again.

Invalid Information

The provided information does not match our motor vehicle records. Please verify the information and try again.

OK

You are now on the Primary Owner screen and will select an **ID Type** of Driver License or FEIN, depending on whether you are an individual or a business.

Vehicle Transfer

Verification Primary Owner

As the primary owner, we need to collect some information about you. Please tell us about yourself.

ID Type \* ID \*

Required Required

4. If you are titling the vehicle in your individual name, enter your **Driver License Number** and select the **Issuing State** from the drop-down list.

ID Type Driver License Number Issuing State

Driver License Number Required Utah

5. Enter your information in the applicable fields. Please list a valid email address in case we have any follow up questions regarding your transaction.

First Name \* Last Name \* Middle Name Suffix

Required Required

Email \*

Required

6. Do you wish to add a co-owner to your Utah title? Select **Yes** or **No** to indicate your preference. If you select **Yes**, you will need to select **And/Or** indicating the relationship you want recorded on the title. Once you are done, click **Next**.

Would you like to include a vehicle co-owner?

Yes

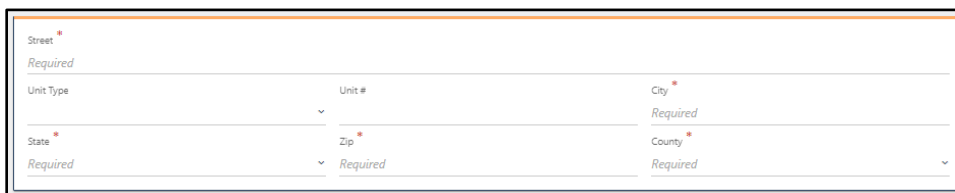
Relationship to co-owner?

Or

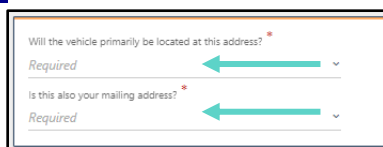
Cancel Next

Next, you will be asked to enter your address information. Note there are three addresses affiliated with your Utah title/registration records: your physical address, your mailing address and the address where your vehicle is primarily located.

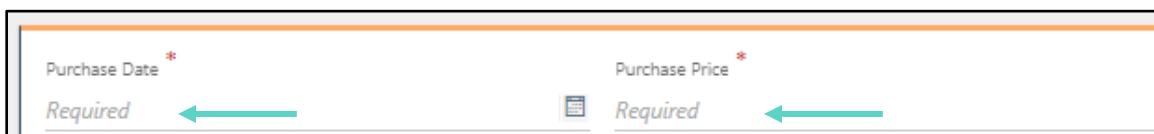
### 7. Enter the address information.



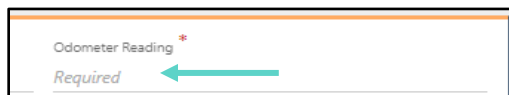
### 8. Answer the remaining address questions as they pertain to you, any co-owners you may have listed, and the location of your vehicle. When you are done, click **Next**.



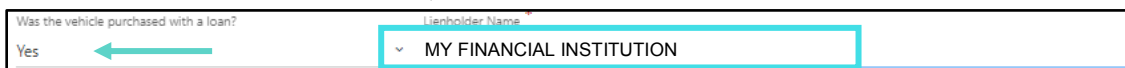
### 9. The next step in your process will be to enter the purchase information. Please enter the **Purchase Date** and the **Purchase Price**.



### 10. If your vehicle requires an **Odometer Reading**, enter it in the applicable field. For more information regarding odometer disclosure requirements, click [here](#).



### 11. If you purchased your vehicle with a loan or need to add a lienholder to your record, answer **Yes**, and enter the **Lienholder Name**.



Documentation must be received by the DMV to process your request. You can either bring the documentation into a DMV office or mail the documents directly to the DMV.

12. Select **Yes** or **No**, to indicate whether or not you would like to mail your documentation to the DMV?

Would you like to mail your documentation to the DMV?

Yes

- a. If **Yes**, mail your original documents to:

#### Standard Mail

Utah State Tax Commission  
Motor Vehicle Division  
P.O. Box 30412  
Salt Lake City, UT 84130-880

#### Express Delivery

Utah State Tax Commission  
Motor Vehicle Division  
210 North 1950 West  
Salt Lake City, UT 84116

- b. If **No**, gather all required documents and go to [dmv.utah.gov](http://dmv.utah.gov) to see if your local DMV requires an appointment.

The next section consists of questions regarding your vehicle registration. If you are applying for a title only, you may answer **No** and bypass these questions.

13. Select **Yes** or **No**, to indicate if you would you like a vehicle registration and whether or not you need a temporary operating permit.

Registration

Would you like a vehicle registration?

Yes

Would you like a temporary permit? \*

Required

14. Select **Yes** or **No**, to indicate if your vehicle will be used for commercial purposes.

Will the vehicle primarily be used for commercial purposes?  
e.g. transporting persons or property in association with a commercial enterprise \*

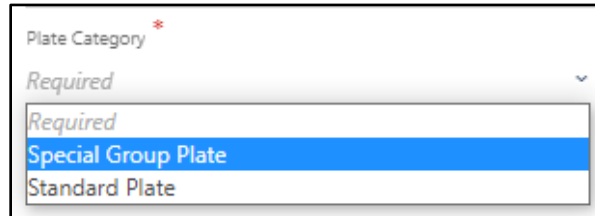
Required

15. Select **Yes** or **No**, to indicate if license plate was included in the purchase.

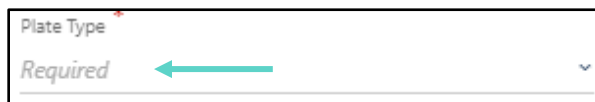
Was the vehicle license plate included with the sale of the vehicle?

No

16. Select the Plate Category, **Special Group Plate** or **Standard Plate**, to narrow down your plate choices.



17. Once you have selected the plate category, choose the **Plate Type** you want on your vehicle. Keep in mind, special group plates may require additional documentation and fees in order to be issued.



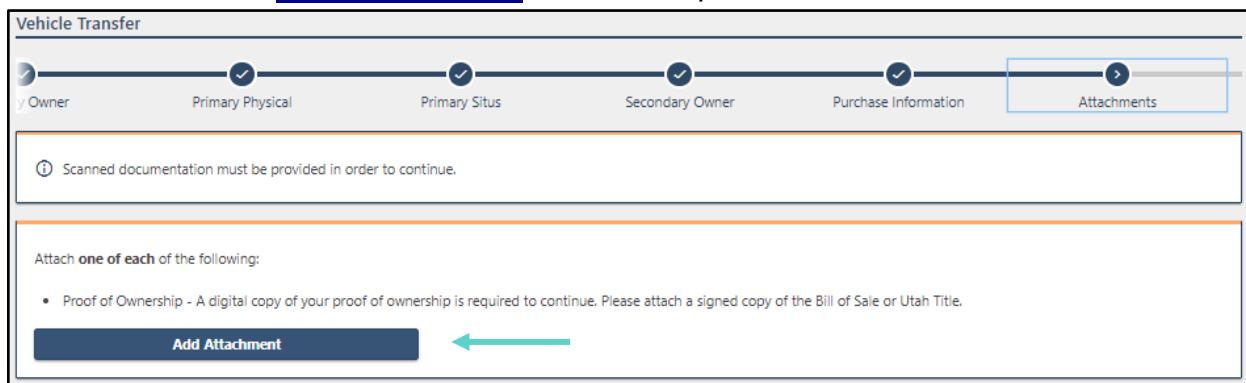
18. If you would like to receive renewal notices by email, please answer **Yes**, and enter your **Email** address.



19. Click **Next** to move on to adding attachments.

Adding attachments, such as your proof of ownership, is allowing us to start your title/registration process. Although images of your documentation are being uploaded, your transaction cannot be finalized until the physical documentation has been received by the DMV.

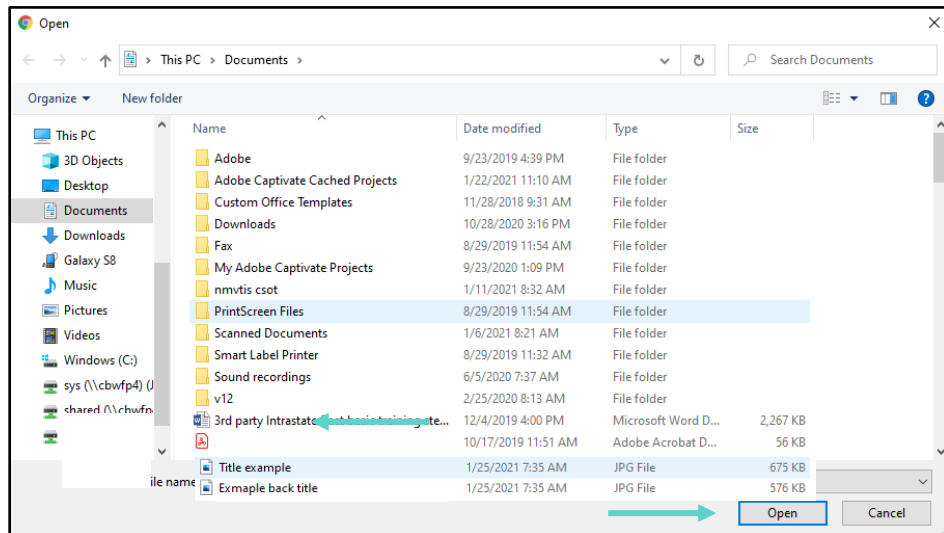
20. Click **Add Attachment** to start this process.





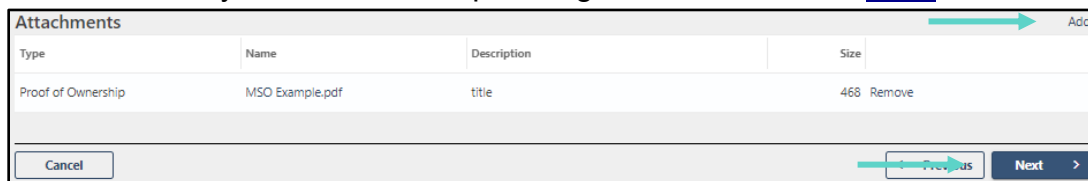
21. From the dropdown list, select the **Type** of file that you are attaching, followed by a **Description**, such as: Bill of Sale, Front of Title, Back of Title, Special Group Plate Documentation, etc.

22. **Choose File** should open a list of documents on your computer. Select the file you wish to attach and click **Open**.



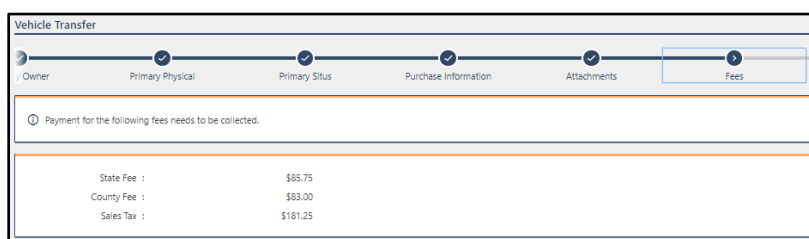
23. Click **OK** once you have attached the required document.

24. If you would like to attach more files you can click the [Add](#) hyperlink.  
Once you are finished uploading attachments, click [Next](#).



Type	Name	Description	Size
Proof of Ownership	MSO Example.pdf	title	468 Remove

After successfully entering the transaction information, it's time to pay for your request. You should be on a Fees screen which will show the amount due in order to process your online request. We are able to accept Credit/Debit Cards or E-Checks.



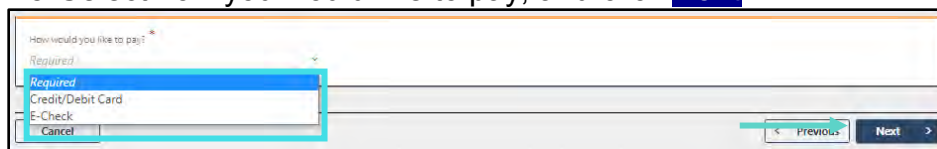
Vehicle Transfer

Owner Primary Physical Primary Situs Purchase Information Attachments Fees

Payment for the following fees needs to be collected.

State Fee :	\$85.75
County Fee :	\$83.00
Sales Tax :	\$181.25

25. Select how you would like to pay, and click [Next](#).



How would you like to pay?

Required

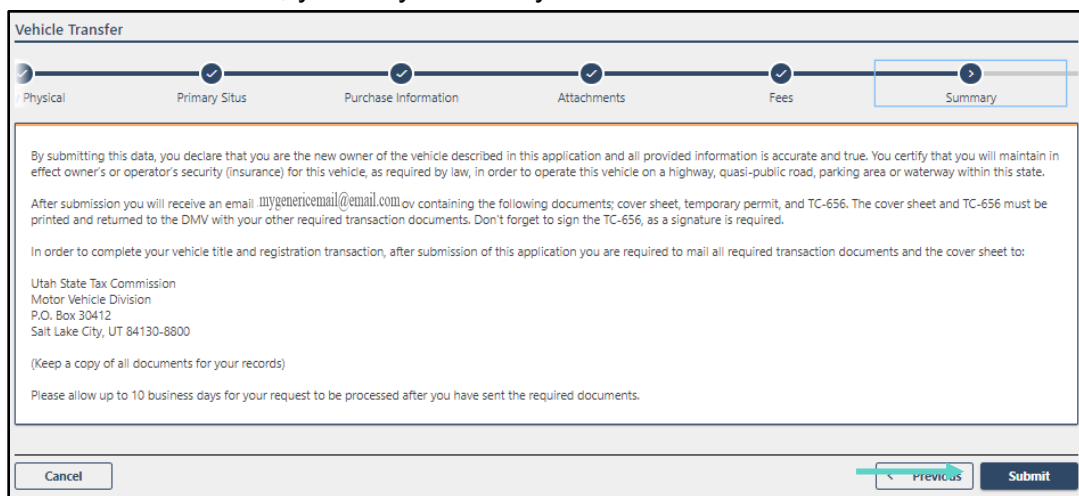
Credit/Debit Card

E-Check

Cancel

Enter the information required for your specified type of payment. For detailed information of each payment option, see the Credit/Debit or E-Check section at the end of this document. As part of the payment process you will receive a summary of your transaction. After reading and agreeing to the information, you may **Submit** your transaction and payment to the DMV.

26. The Summary page is displayed. After reading and agreeing to the information, you may **Submit** your transaction to the DMV.



**Vehicle Transfer**

Physical Primary Situs Purchase Information Attachments Fees **Summary**

By submitting this data, you declare that you are the new owner of the vehicle described in this application and all provided information is accurate and true. You certify that you will maintain in effect owner's or operator's security (insurance) for this vehicle, as required by law, in order to operate this vehicle on a highway, quasi-public road, parking area or waterway within this state.

After submission you will receive an email: mygenecemail@email.com containing the following documents: cover sheet, temporary permit, and TC-656. The cover sheet and TC-656 must be printed and returned to the DMV with your other required transaction documents. Don't forget to sign the TC-656, as a signature is required.

In order to complete your vehicle title and registration transaction, after submission of this application you are required to mail all required transaction documents and the cover sheet to:

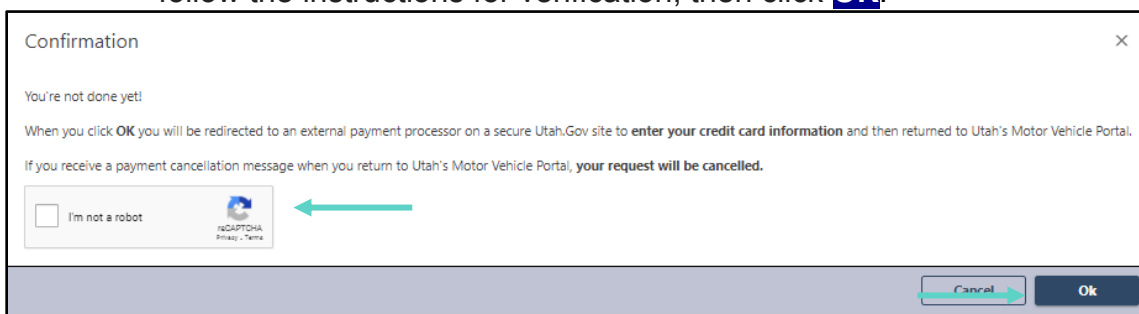
Utah State Tax Commission  
Motor Vehicle Division  
P.O. Box 30412  
Salt Lake City, UT 84130-8800

(Keep a copy of all documents for your records)

Please allow up to 10 business days for your request to be processed after you have sent the required documents.

Cancel Previous **Submit**

27. As a security precaution, we use a program called reCAPTCHA to verify that this is a valid request and not an automated process. We ask that you follow the instructions for verification, then click **OK**.



**Confirmation**

You're not done yet!

When you click **OK** you will be redirected to an external payment processor on a secure Utah.Gov site to **enter your credit card information** and then returned to Utah's Motor Vehicle Portal.

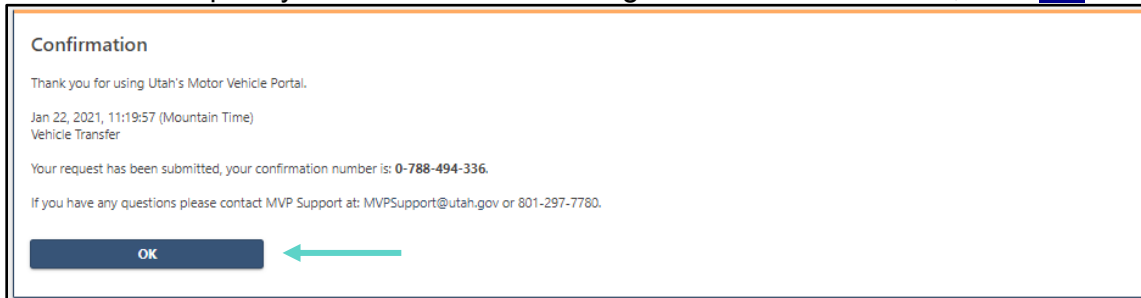
If you receive a payment cancellation message when you return to Utah's Motor Vehicle Portal, **your request will be cancelled.**

☐ I'm not a robot

reCAPTCHA Privacy - Terms

Cancel **Ok**

28. Once your payment has processed, you will receive a confirmation that you can keep for your records. After making note of the information, click **OK**.



**Confirmation**

Thank you for using Utah's Motor Vehicle Portal.

Jan 22, 2021, 11:19:57 (Mountain Time)  
Vehicle Transfer

Your request has been submitted, your confirmation number is: **0-788-494-336**.

If you have any questions please contact MVP Support at: MVPSupport@utah.gov or 801-297-7780.

**OK**

Congratulations, your transaction has been sent to the DMV for process. Please check your email account for a "DO NOT REPLY tax-donotreply@utah.gov" email. This email will have hyperlinks to documents specific to your requested transaction. If you requested a temporary permit, it will be listed amongst your documents.

Please print the applicable documentation and return it to the DMV when you either bring in, or mail in, your original documents. Thank you for using the Motor Vehicle Portal.

## Utah State Tax Commission

Division of Motor Vehicles / Motor Vehicle Enforcement Division

You are receiving this message because you chose to receive mail from the Division of Motor Vehicles electronically. Please view the letter(s) indicated by clicking the link(s) below.

Letter Link(s):

[Temporary Permit](#)

[Transaction Checklist](#)

[DMV Cover sheet](#)

[Title Application-Vehicle](#)

If you have questions regarding the content of the letter(s), please use the contact information contained within the individual letter.

Division of Motor Vehicles

If you receive an error accessing your mail items or if you no longer wish to receive your mail electronically, please call 801-297-7780 and Toll Free: 1-800-DMV-UTAH (800-368-8824). You may also contact us by email at [DMV@utah.gov](mailto:DMV@utah.gov).

Please do not reply directly to this message. It was sent from an email that only handles outgoing messages from the Division of Motor Vehicles.

The information contained in this email message, any hyperlink and any attachment is legally privileged and confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copy of this email is strictly prohibited and punishable by law. If you have received this email in error, please immediately notify us at the number or email listed above and delete the original message.

[Utah MVP](#) [Utah DMV](#) [Utah MVED](#) [Utah.gov](http://Utah.gov)

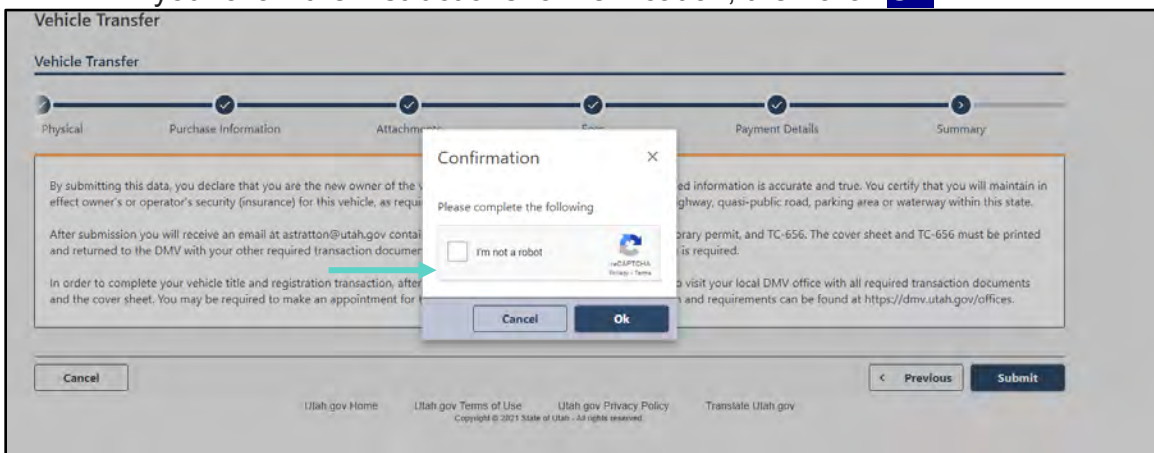
## Processing an E-Check Payment

1. Choose **E-Check** as your payment type, click **Next**.

- a. Select Checking or Savings
- b. Enter the Routing Number
- c. Enter your Account Number
- d. Confirm the Payment Amount
- e. Click **Next**.

3. The Summary page is displayed. After reading and agreeing to the information, you may **Submit** your transaction to the DMV.

4. As a security precaution, we use a program called reCAPTCHA to verify that this is a valid request and not an automated process. We ask that you follow the instructions for verification, then click **OK**.



The screenshot shows the 'Vehicle Transfer' process with a progress bar indicating steps: Physical, Purchase Information, Attachments, **Payment**, Payment Details, and Summary. A reCAPTCHA confirmation dialog is overlaid on the 'Payment' step. The dialog asks the user to complete the following: 'I'm not a robot' (with a checkbox) and 'I agree to the Terms' (with a checkbox). The dialog has 'Cancel' and 'Ok' buttons. The background page shows a 'Cancel' button and 'Previous' and 'Submit' buttons.

5. Once your payment has processed, you will receive a confirmation that you can keep for your records. After making note of the information, click **OK**.



The screenshot shows the 'Confirmation' page. It includes the following text: 'Thank you for using Utah's Motor Vehicle Portal.', 'Jan 28, 2021, 10:32:10 (Mountain Time)', 'Vehicle Transfer', 'Your request has been submitted, your confirmation number is: 1-134-032-896.', and 'If you have any questions please contact MVP Support at: MVPSupport@utah.gov or 801-297-7780.' There is an 'OK' button at the bottom. The footer contains links to 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', and 'Translate Utah.gov'.

Congratulations, your transaction has been sent to the DMV for process. Please check your email account for a “DO NOT REPLY tax-donotreply@utah.gov” email. This email will have hyperlinks to documents specific to your requested transaction. If you requested a temporary permit, it will be listed among your documents.

Please print the applicable documentation and return it to the DMV when you either bring in, or mail in, your original documents. Thank you for using the Motor Vehicle Portal.

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[Utah MVP](#)   [Utah DMV](#)   [Utah MVED](#)   [Utah.gov](#)



## Processing a Credit/Debit Card Payment

1. Choose **Credit/Debit Card** as your payment type, click **Next**.

How would you like to pay?

Credit/Debit Card

Cancel Previous Next

2. The Summary page is displayed. After reading and agreeing to the information, you may **Submit** your transaction to the DMV.

Vehicle Transfer

Owner Primary Physical Purchase Information Attachments Fees Summary

By submitting this data, you declare that you are the new owner of the vehicle described in this application and all provided information is accurate and true. You certify that you will maintain in effect owner's or operator's security (insurance) for this vehicle, as required by law, in order to operate this vehicle on a highway, quasi-public road, parking area or waterway within this state.

After submission you will receive an email at astratton@utah.gov containing the following documents: cover sheet, temporary permit, and TC-656. The cover sheet and TC-656 must be printed and returned to the DMV with your other required transaction documents. Don't forget to sign the TC-656, as a signature is required.

In order to complete your vehicle title and registration transaction, after submission of this application you are required to visit your local DMV office with all required transaction documents and the cover sheet. You may be required to make an appointment for the office you plan to visit. Local office information and requirements can be found at <https://dmv.utah.gov/offices>.

Cancel Previous Submit

Utah.gov Home Utah.gov Terms of Use Utah.gov Privacy Policy Translate Utah.gov

3. As a security precaution, we use a program called reCAPTCHA to verify that this is a valid request and not an automated process. We ask that you follow the instructions for verification, then click **OK**.

Confirmation

You're not done yet!

When you click **OK** you will be redirected to an external payment processor on a secure Utah.Gov site to **enter your credit card information** and then returned to Utah's Motor Vehicle Portal.

If you receive a payment cancellation message when you return to Utah's Motor Vehicle Portal, **your request will be cancelled.**

☐ I'm not a robot

reCAPTCHA

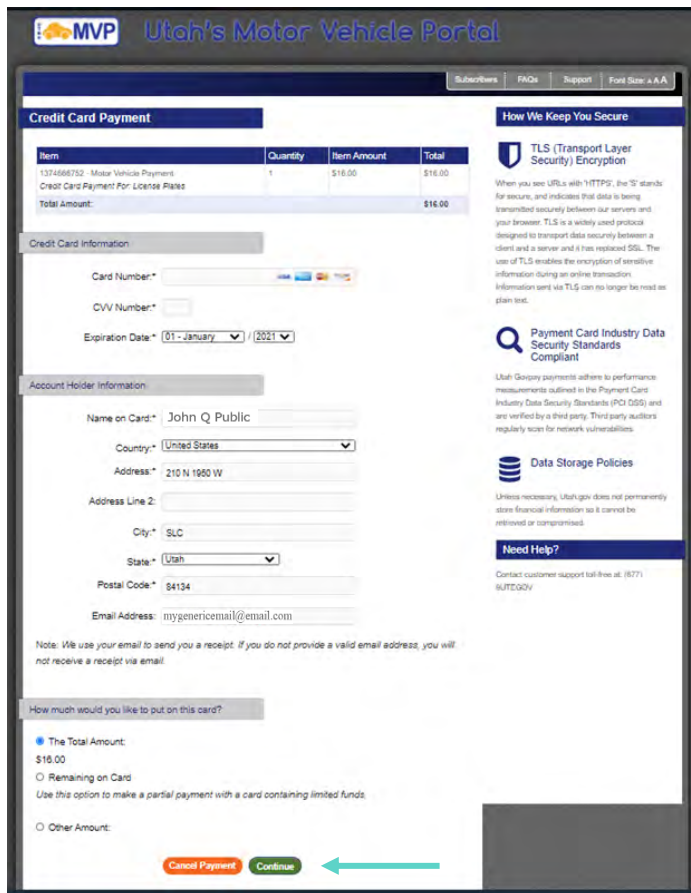
Cancel Ok

Previous Submit

Utah.gov Home Utah.gov Terms of Use Utah.gov Privacy Policy Translate Utah.gov



4. Enter all pertinent information for the card being used, and click **Continue**.
  - a. Card Number
  - b. CVV Number
  - c. Expiration Date
  - d. Name
  - e. Amount



**Utah's Motor Vehicle Portal**

Subscribers FAQs Support Font Size: A A A

### Credit Card Payment

Item	Quantity	Item Amount	Total
1374668752 - Motor Vehicle Payment	1	\$16.00	\$16.00
Credit Card Payment For License Plates			
<b>Total Amount:</b>			<b>\$16.00</b>

**Credit Card Information**

Card Number\*

CVV Number\*

Expiration Date\* 01 - January 2021

**Account Holder Information**

Name on Card\* John Q Public

Country\* United States

Address\* 210 N 1980 W

Address Line 2\*

City\* SLC

State\* Utah

Postal Code\* 84134

Email Address\* mygenericemail@email.com

Note: We use your email to send you a receipt. If you do not provide a valid email address, you will not receive a receipt via email.

**How much would you like to put on this card?**

☒ The Total Amount:  
\$16.00

☐ Remaining on Card  
Use this option to make a partial payment with a card containing limited funds.

☐ Other Amount:

[Cancel Payment](#) [Continue](#)

**How We Keep You Secure**

**TLS (Transport Layer Security) Encryption**

When you see URLs with "https", the "S" stands for secure, and indicates that data is being transmitted securely between our servers and your browser. TLS is a widely used protocol designed to transport data securely between a client and a server and it has replaced SSL. The use of TLS enables the encryption of sensitive information during an online transaction. Information sent via TLS can no longer be read as plain text.

**Payment Card Industry Data Security Standards Compliant**

Utah's Group payments adhere to performance measurements outlined in the Payment Card Industry Data Security Standards (PCI DSS) and are verified by a third party. Third party auditors regularly scan for network vulnerabilities.

**Data Storage Policies**

Unless necessary, Utah.gov does not permanently store financial information so it cannot be retrieved or compromised.

**Need Help?**

Contact customer support toll-free at (877) 6UTEGOV

5. Verify that your payment information is correct, click **Yes**.

**Verify Credit Card Payment Information**

Please verify your Credit Card Information and click "Yes" to proceed with payment.

**Credit Card Information**

Card type: Visa  
Card number: \*\*\*\* \*  
Expiration date: 12/2022

**Account Holder Information**

Cardholder's name: PUBLIC JOHN  
Address: 210 N 1900 W  
City: SLC  
State: UT  
Postal code: 84134  
Country: US  
Email address: mygenericemail@email.com  
brad@christensen@utah.gov

**Your Order**

Item	Quantity	Item Amount	Total
991961088 - Motor Vehicle Payment	1	\$42.25	\$42.25
Credit Card Payment For: Vehicle Transfer			
<b>Total Amount:</b>			<b>\$42.25</b>

IS THIS INFORMATION CORRECT?

☐ No ☒ Yes

[Cancel Payment](#)

**How We Keep You Secure**

**TLS (Transport Layer Security) Encryption**

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**Confirmation**

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Jan 22, 2021, 11:19:57 (Mountain Time)  
Vehicle Transfer

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## Utah State Tax Commission

Division of Motor Vehicles / Motor Vehicle Enforcement Division

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[Utah MVP](#) [Utah DMV](#) [Utah MVED](#) [Utah.gov](#)